

DPW Commissioners Meeting
Wednesday, July 9, 2014
Town Hall, Conference Room A

Approval of Minutes: Commissioner Reed moved to accept the minutes from the May 28, 2014 and June 18, 2014 DPW meetings, seconded by Commissioner Gardner, Vote: 3-0.

Cemetery Lots: none

Open Session:

New Business:

Request for access road easement for 52 Thatcher: Leslie Whalen was present to discuss the construction of a home near the Southend Water Tower. L. Whalen's sister, Kristen, had a similar easement. There is an agreement to pave the road and relocate gate. Leslie's mother had split out another parcel; there will be construction of a house so there is a request for an access easement. Director Parisi said this would require town meeting vote and approval; he put it on the warrant for FTM. Commissioner Gardner said the dilemma here is we would have to have an agreement with L. Whalen, separate from her sister, Kristen Whalen, in order to grant an easement. There was an agreement with her sister to pave the road, which relieves the town from having to pave it; L. Whalen could pave the remainder of the road. D. Greel said, for plowing purposes, an agreement is needed on where the gate will go. The original easement keeps the gate at the bottom. K. Whalen was going to have access with a key or a new gate with a code. Director Parisi said we can move the gate up or leave it at the bottom; the gate keeps cars from going up there. The article for the last easement was written by the DPW and no one spoke about it at Town Meeting. J. Parisi said the rest of the paving and around the water tower itself is needed and could be written into the agreement. Commissioner Sena said he would like to see another gate above it; he would like to see if the state says anything about this. It was stated that there is sufficient time before town meeting to resolve some of these things. Commissioner Gardner said the terms should be the same for both sisters. If K. Whalen fails to meet her obligations, L. Whalen would be required to. D. Greel said something needs to be in the deed about plowing; he said it could take days to get up there after it snows. Both deeds should read the same, in the event that either property is sold. Commissioner Gardner recommended getting a draft agreement together for a subsequent meeting and have legal counsel look at it. The town is only responsible for what is necessary to get to the water tower.

7:30: Water & Sewer Rates: J. Parisi said the Rockport Inn and Suites has been on town water for about six months; they went from a well to town water. The Long Beach cottages have been extended for two months potentially. The proposed water rates would increase for FY '15 from \$9.90 to \$10.64. The sewer rates for FY '15 would increase from \$13.10 to \$14.75. Director Parisi said the meters are getting older and are less efficient. To replace the meters in the large town buildings would cost approximately \$22,000. Chairman Sena said the focus should be on the high consumption buildings. The cost is approximately \$110/each for each meter if the head is working; the cost is about \$500 for

every complete new meter. So an average of \$200/meter X 3,200 = \$650,000 over five years not including labor. D. Greel said how about replacing the big users, like the schools. Director Parisi said we should keep investing in the meters; funds could be found to replace the meters in the large buildings, like the schools. It was questioned if that should be an expense for the enterprise fund or for the school. D. Greel questioned why the DPW doesn't receive a portion of the revenue from the cell towers; it was stated that the annual revenue is approximately \$40,000/tower. That's a discussion to have with the Finance Committee.

Public hearing closed at 8:10 pm.

Commissioner Gardner said, in the future, he would like to see back-up documentation on the long term debt before voting on the rate increase. Commissioner Reed would like to see the detail as well and would like to speak to the Finance Committee about the revenue from the cell phone towers. Chairman Sena said he'd like to have a detailed report for the next DPW meeting on the long term debt but said these new rates need to be voted on tonight. Commissioner Gardner said replacing the meters will not reduce the rates and there will be a cost to replace them.

Commissioner Gardner moved that the suggested FY'15 rates for water of \$10.64 and the sewer rate of \$14.75 be approved, seconded by Commissioner Reed, Vote: 3-0.

Capital Projects: Director Parisi said Bedrock Wells are underway, bids are in on Penryn, they are looking at Gap Cove damaged area, and the entrance to Evan's Way; there was discussion with some abutters about paving and the Pigeon Hill water tank is the next big project.

Personnel Needs: Bill Aspesi and Don Greel spoke about personnel needs in their respective areas. There was severe road damage from last winter; there are four employees in the highway department. The DPW budget is approximately \$6M with a total of about 22 employees. More data will be needed if a request is going to be made to increase the number of staff. Commissioner Gardner said we need to be sure the existing staff is productive before additional staff is requested.

Don Greel said Bill Aspesi's group could use one additional staff member. It was mentioned that there may be some retirements coming up so there may be 2-3 vacant positions in the near future.

Chairman Sena said going forward he'd like to assign some man hours to the existing projects. For each project he's like to see an average figure; this needs to be costed out. That would provide support for seeking new staff members. He said equipment is not being charged to each project either. He said he would like to present this to the Board of Selectmen when the numbers are available.

Commissioner Reed said he supports the request for another person for the Highway Dept., and agrees with Chairman Sena on the need to cost out special projects so there will be verification of why other routine business takes longer or doesn't get done.

Chairman Sena said we need to focus one meeting on the manpower needs with justification and one meeting to focus on the goals and objectives.

Director Parisi said the fluoridation issue needs to be on the next agenda.

The Director's performance evaluation will need to be submitted soon.

Goals/objectives: Director Parisi distributed the updated sheet on the status of the goals/objectives. Commissioner Gardner recommended at the next meeting checking off the things that are complete and which things need to be continued in FY '15. Director Parisi said at the next meeting a full discussion can take place. The asset Management system is in place, Project Mgmt. Software is in place, staff time assessment and workforce assessment has been discussed, sewer regulations still need to be completed, Town Construction Standards are still outstanding, the pavement management program is in draft form, cemetery fees are completed, and Bedrock Wells is in process. Chairman Sena said we really need to have the Town Construction standards in place; the town's responsibilities need to be formalized in writing.

There is a meeting regarding Front Beach with Director Parisi and the Beautification Committee tomorrow, 7/10/14 at 9am.

Commissioner Gardner said he spoke to S. Wilkinson/Board of Selectmen about the Community House Rules; the liaison to the DPW from the Board of Selectmen, the sediment transport study, and the paving of private roads. The liaison from the Board of Selectmen is going to be E. Battistelli.

Chairman Sena stated that if a document requires a DPW signature and he is not available, he is authorizing either Commissioner Gardner or Commissioner Reed to sign the document on his behalf. He spoke about the issue of excessive trash outdoor at food establishments and that restaurants are required to have their own trash barrels if they provide take-out food. He said he has been told that household trash is being disposed of in town barrels. Director Parisi said they are working on a plan to stop this misuse of a town resource.

Commissioner Reed asked about keeping the bathrooms downtown open later in the evening during summer months; Director Parisi said they do this for special events but this increases costs to the town.

Tickler List:

Energy Efficiency

Community House Facilities Manager

Sewer Use Regulations

Transfer Station Redesign

DPW facility

Status of Objectives

Beautification Committee – Back Beach

Water & Sewer Rates – need information on long term debt and indirect expense detail

Sediment Transport Study

Water Fluoridation

Next meetings: Wednesday, August 6, 2014
Wednesday, August 20, 2014.

Commissioner Reed moved to adjourn, seconded by Commissioner Gardner, Vote: 3-0.